

INTERACTIVE VIDEOCONFERENCE

PRESENTERS INFORMATION

KIT

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PRESENTERS INFORMATION for INTERACTIVE VIDEO Point to point or multi point

INTRODUCTION

The “Presenters Information” handout has been provided to assist you with your session preparation with the aim that it will optimise success in meeting both yours and the participants session objectives. There is also information on where you can find further information on e-learning and contact people to provide you assistance. In the case where it is the intent of the convenor to record your session you will be required to sign **consent** giving your approval. This consent form can be found at the back of this kit and needs to be returned to the convenor prior to the scheduled session. I hope you have a successful and enjoyable interactive videoconference session.

WHAT YOU NEED TO KNOW WHEN PLANNING YOUR PRESENTATION

There are two types of videoconferencing:

- **Point to Point:** where only two sites are connected
- **Multipoint:** where there are more than two sites connected.

Generally there are two methods in convening a **Multipoint** session:

- **Continuous presence** (the Brady Bunch effect) where there will be up to four sites at one time on the screen. Ideal for administrative meetings or if you are not intending to use a peripheral device such as Power Point.
- **Voice activated** (full screen) where you will view the last site that participated. Ideal for using peripheral devices.

You may be included in either type of presentation depending on the purpose of the link up however the more sites there are the more difficult it is to make it effectively interactive.

In general people are conditioned to be entertained by a TV screen and “tune out” when they lose interest. The challenge for presenters is to modify these behaviours by making it a two-way videoconference with strategies that facilitate interaction between not only the presenter and site participants but also between the sites.

The **success** of interactive video relies on **sufficient planning** and in most cases requires modifying presentation styles to facilitate **effective communication** between the presenter and participants at the remote site/s.

Consider the following when preparing your presentation:

1. Know your equipment:

- Take time to experiment and organise a time with the convenor or site coordinator to **practice** your presentation using the technical devices you intend to use for your session. (If it is your first I advise you keep it simple).
- Learn the basics in point to point and Multipoint presentation and how the systems work.

2. Have you a lesson/session plan?

- Due to time restraints and allowing for the fact that this medium will be technically slower than face to face, it is advised you have a lesson plan that has clear learning outcomes, encourages participation and only has 30-50% lecture content.
- Distribute to the participants pre reading material handouts, copies of your presentation (especially graphs and tables as they are not well reproduced through interactive video unless a high bandwidth can be used) well before your session is scheduled to save time on the day
- Have available in the room a fax or email so the participants have an alternate means of communicating questions.

3. Presenters Image:

- The image you display on screen will influence the effectiveness of the session, keep in mind the following suggestions.
- Maintain eye contact with the camera and show interest in the remote participants by having a list of the names and their respective sites.
- **Remember** there will be a time delay so double you're usual waiting time when awaiting a response from a remote site.
- Repeating questions and comments participants make ensures all sites can hear and interact.
- **Move and gesture slowly** and avoid pacing as the remote site may lose picture quality, maintain appropriate on-camera positioning.
- Consult with the site coordinator who will assist you in positioning yourself in front of the camera to provide an optimal image.
- Wear clothes that have solid colours or are dark and neutral rather than bold complex patterns that destroy picture clarity.

4. Speak in a strong clear voice:

- Communicate naturally using tone inflection, body language and try not to appear tense or bored. If you are a "fast speaker" you will need to slow up your speech and remember to allow for the time delay.
- Be aware that the microphone is very sensitive and will pick up any noises so keep paper shuffling to a minimum.

5. Use audio-visual aids:

- These can greatly enhance distance learning, however the use of high quality aids such as Photos, PowerPoint slides and videos is essential to ensure optimal reproduction.

POWER POINT PRESENTATION FOR INTERACTIVE VIDEO

The transfer of computer image to video can blur, distort and/or fade your presentation so you may need to be modified your PowerPoint slides to meet the needs of a VC presentations.

By following these hints, design guidelines and **practicing** your presentation you are assured of success.

HINTS

- Allow time to view the text remember there will be a delay (allow approx 3-4 secs).
- Send a hard copy of your presentation especially graphs and charts to the receiving sites before your session.
- Always have a spare electronic copy on hand.
- Allow yourself time to check all the equipment prior to commencing the presentation and check it is the same version of PowerPoint
- When using visual aids ensure you frequently move between the presenter and the visual aid to keep the interest of the far site.
- Allow time and encourage interaction and questions.

Layout Design

Format

- Always use horizontal layout
- Stay within a 20cmx16cm box size
- Keep visuals simple
- When using illustrations, graphs and charts size as large as possible.
- Use clean, bold lines
- Use background images **sparingly**
- Take out auto-change and slide noises.

Font

- Recommended font –**32**
- **Preferred fonts:** Arial, Universe, CG Omega and Helvetica
- **Avoid** Courier or times New Roman

Text

- Six words per line-maximum
- Six lines per slide-maximum
- **No animations**
- Do not use all upper-case letters this is very hard to read,, use a combination of both.

Contrast

- Do not use “drop shadows”
- The colours of text and background should contrast for clearvisibility

Colour

- Some colours fade, blur and distort when transferred from a computer to a video image
- **Do use** blues, black and white for both text and background.
- Suggested combinations: yellow on blue, white on blue.

VIDEO PRESENTATION

- Use videos carefully, transmissions is likely to be jerky or fuzzy to the remote site, in general it is a good idea to keep it brief. Lengthy videos should be sent to the remote site to be viewed separately
- Obtain written authorisation before you use copyrighted material.

List of contacts should you require further information or assistance with your presentation

- Your Telehealth site coordinator located at each health facility were there is a Videoconferencing unit.
- Telehealth Area Manager Sandra Moffatt
Phone:02 6588 2914/0438 328 744
Sandra.moffatt2@ncahs.health.nsw.gov.au

PRESENTERS CHECKLIST

- You should have had the opportunity to discuss the presentation format and peripheral devices you will be providing or will need to be provided, with the session convenor.
- Sign and return the consent form to the convenor.
- Should you require basic user training contact the convenor and training will be arranged.
- Provide a copy of your presentation, pre reading and any graphs and tables to the convenor for distribution to the far sites.
- Request a copy of the remote site participants and who will be the spokesperson for each site. **Hint:** the more remote sites the more limited you will be with your interaction.
- Arrange a time within the week before to refamiliarise yourself with the videoconferencing controls, room set up and test the equipment. **Hint:** connect to the HELPDESK to test your equipment and presentation material.
- Arrive 30 mins before and arrange camera presets and further test your presentation if you so desire.
- Always have a **back up** disk with your presentation.

Remember make your presentation INTERACTIVE

CONSENT

**TAPING AND USE OF EDUCATIONAL
SESSIONS DELIVERED VIA VIDEOCONFERENCING**

I _____, will be presenting a session
for the North Coast Area Health Service
on _____ (topic), on
___/___/___ (date) via videoconferencing .

I hereby acknowledge and agree that:

- The content will be recorded on either video tape or CD-ROM.
- The NCAHS proposes to use the recorded session for education and /or administrative purposes and there will be no commercial use of the content.
- The Department of Health, and Area Health Service or other body acting with permission of the Department may present or transmit the recorded presentation within the NSW Public Health System and elsewhere.

Name: _____

Signature: _____

Date: _____

**Videotaping of a clinical Telehealth session is not permitted under the
provision of the State Health, Confidentiality and Ethics Committee**

Author: Sandra Moffatt Area Mgr Telehealth Southern

Initial: September 02

Review: January 03, Feb 06, Oct 08, March 09

VIDEOCONFERENCING EVALUATION BY THE PRESENTER

Presenter: _____

Date: _____

Title of presentation: _____

Number of sites involved: _____

Your location: _____

1. Have you had previous experience presenting via videoconferencing.?

Yes

No

2 Was the "Presenters Information" handout and technical support you received?

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
Poor **Excellent**

Comments: _____

3 How would you rate the videoconference technically (audio and picture)?

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
Poor **Excellent**

Comments: _____

4 What did you like about using videoconferencing?

5 What did you not like about videoconferencing?

6 What would have made the session better for you?

Comments: _____

Thankyou for completing this evaluation

Author: Sandra Moffatt Area Mgr Telehealth Southern

Initial: September 02

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REFERENCES

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2. Green Tony. October 2002."A Quick guide to presenting via Multipoint". Presented via VC from Hunter Area Health Service
3. <http://www.kn.pacebell.com/wired.vidconf/multipoint.html>. last checked March 09.
4. NSW Telehealth initiative. 2002."Using Technology to Support Learning" NSW Health.